

## Trustee Notices

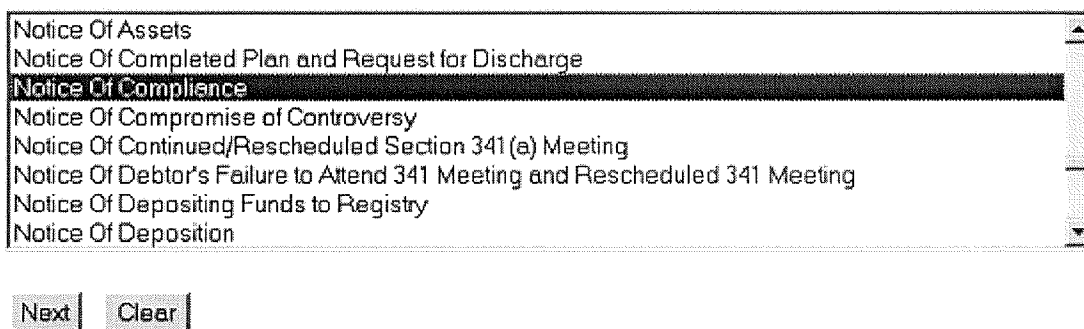
This module will demonstrate the steps to file a notice event in the Trustee/US Trustee category. This example demonstrates a *Notice of Compliance*. The same steps would be followed for other types of notices. As a Trustee, many of the commonly docketed notices will be found in the Trustee/US Trustee category.

### Notice of Compliance

- STEP 1** Click the Bankruptcy hypertext link from the CM/ECF main menu.  
**Note:** If the notice is in an adversary proceeding, choose the Adversary hypertext link.
- STEP 2** The **Bankruptcy Events** screen displays.
- ◆ Click Trustee/US Trustee hypertext link.
- STEP 3** The **Case Number** screen displays.
- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
  - ◆ Click **[Next]** to continue.
- STEP 4** The **Trustee Action** screen displays. (See Figure 1)

### Trustee action

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Notice Of Assets  
Notice Of Completed Plan and Request for Discharge  
**Notice Of Compliance**  
Notice Of Compromise of Controversy  
Notice Of Continued/Rescheduled Section 341(a) Meeting  
Notice Of Debtor's Failure to Attend 341 Meeting and Rescheduled 341 Meeting  
Notice Of Depositing Funds to Registry  
Notice Of Deposition

Figure 1

- ◆ Verify the case name and case number that is displayed.
- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of notices or press the “n” for notices. Highlight *Notice of Compliance* **Note:** You may continue to press the “n” until the notice you are filing is highlighted.
- ◆ Click **[Next]** to continue.

**STEP 5** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (in this example, the trustee).
- ◆ Click to highlight and select the trustee.
- ◆ Click **[Next]** to continue

**STEP 6** The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

**STEP 7** The **Refer to Existing Event** screen displays. (See Figure 2)

**Trustee action:**

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**ATTENTION ELECTRONIC FILERS:** You must attach a pdf document in the Filename box.

☒ Refer to existing event(s)?

Next

Clear

**Figure 2**

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to indicate what document is being amended, and by referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

**STEP 8** The **Document Category** screen displays. (See Figure 3)

**Trustee action:**

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*Select the category to which your event relates.*

claims  
cmp  
court  
misc  
motion  
notice  
order  
orderx  
plan  
trustee

Next

Clear

**Figure 3**

- ◆ Left Click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display the docket entries associated with the case.
- ◆ Click **[Next]** to continue.

**STEP 9** A **Document List** displays.

- ◆ A list of documents are displayed.
  - ◆ Click inside the box next to the document you are responding to in order to include (link) this *consent* to the previously filed document.
  - ◆ Click **[Next]** to continue.

**STEP 10** The **Final Docket Text** screen displays.

- ◆ A supplemental text box window is available to add more detail to the docket text.
- ◆ Click **[Next]** to continue.

**STEP 11** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
- ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the final docket text is incorrect:
- ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
- ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 12**      The **Notice of Electronic Filing** screen displays.

- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.